



DAVID A. COLE
COMMISSIONER

STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0016

JOB VACANCIES

BULLETIN: 03-99

Senior Legal Secretary

Date: 7/28/03 Expires: 8/13/03

PAY RANGE: 16 **POSITION TYPE:** Permanent full-time

LOCATION: Augusta/Winthrop **Class Code:** 0015 **POSITION NUMBER:** 2184

BUREAU/DIVISION: Office of Legal Services

JOB DESCRIPTION: This is office support and clerical work that requires stenographic and/or transcription skills to provide administrative clerical support to one or more principal attorneys, legal administrators, chief counsel and/or senior paralegals in the area of transportation law, including real estate law, State Claims and litigation. Responsibilities include planning and performing work which requires independent judgment in determining procedures to be followed, adherence to established legal practices and a high degree of accuracy, efficiency and organizational ability. Work is performed under limited supervision.

MINIMUM QUALIFICATIONS: Three (3) years experience in a law office or similar legal environment. Graduation from an approved secretarial school with specialization in a legal secretary program may be used to meet 2 years of the 3 year requirement.

SELECTION PROCESS: This posting is not intended to allow time for employees not already on the register to be tested, scored, and placed on the register. Employees on the register who are interested in this location but have not checked their application for this location may change their location preference by calling the Bureau of Human Resources at 624-3761. This may or may not place them in the top six candidates, depending on their raw standing on the register. Qualified candidates will be certified to this Department from existing competitive registers at the State Bureau of Human Resources for interview. Internal transfers (those already in the above classification for DOT) who are interested in an interview may contact **Amy Hughes 624-3020** to be interviewed along with certified candidates.

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